



INTERNAL VACANCY ANNOUNCEMENT

DEPARTMENT OF HUMAN SERVICES
1390 MILLER STREET #202
HONOLULU, HAWAII 96813

POST ONE COPY ON EACH BULLETIN BOARD INCLUDING SITE OF VACANCY AND CIRCULATE ONE COPY AMONG ALL EMPLOYEES OF EACH BULLETIN BOARD'S LOCALE.

Post By: December 29, 2025

If you would like to be considered for the vacancy listed below, your application must be received in the Human Resources Office by January 8, 2026.

VACANCY NOTICE: #25-154

POSITION TITLE: Account Clerk III
AND NUMBER: #22265

LOCATION: Hawaii Public Housing Authority, Fiscal Management Office, Fund Accounting and Reporting Staff, Payroll and Disbursement Section

SALARY: SR-11 (\$3,606.00 - \$5,338.00 per month)

SUMMARY STATEMENT OF DUTIES:

The primary purpose of this position is to provide payroll processing, accounting and clerical supports to the variety of federal, state and development programs and projects.

MINIMUM QUALIFICATION REQUIREMENTS:

Experience Requirements

Applicants must have had work experience of the kind and quality described below and in the amounts shown, or any equivalent combination of training and experience.

General Experience:

One-half (1/2) year work experience which demonstrated knowledge of arithmetic and spelling, and ability to follow oral and written directions, write simply and directly, and observe differences in words and numbers quickly and accurately.

Specialized Experience:

Two (2) years work involved in posting to accounting records and other systematizing of fiscal information; i.e., computing, classifying and recording numerical data to keep sets of financial accounting records complete and to derive reports there from. Such experience must have demonstrated knowledge of standard accounting classification and terminology pertinent to accounts maintenance operations, and office practices and procedures relating to the processing and recording of transactions and accounting information. In addition to the above, this work must have involved reconciling accounts (i.e., checking for errors, balancing and going back to original source document for verification); and the preparation of balance sheets and income statements or financial and/or accounting reports.

Non-Qualifying Experience

Experience as an inventory clerk, stock clerk, supply clerk, or other related work which is primarily concerned with posting non-fiscal data or checking accuracy of computations and which does not involve or require any fiscal record keeping knowledge, is not considered qualifying Specialized Experience.

Substitutions Allowed

1. Graduation from high school with courses in basic English and arithmetic may be substituted for six (6) months of General Experience.
2. Successful completion of a substantially full-time equivalent accounting curriculum leading to a degree or diploma at an accredited community college, business or technical school, which included accounting courses in double-entry procedures in analyzing, recording and summarizing transactions; and the preparation and interpretation of financial statements, may be substituted for Specialized Experience on the basis of one (1) school year for one (1) year of Specialized Experience, up to a maximum of two (2) years of Specialized Experience.

3. A bachelor's degree in accounting from an accredited four (4) year college or university will be deemed to have met the experience requirements for the Account Clerk V level.
4. Successful completion of coursework in a baccalaureate program at an accredited four (4) year college or university may be substituted on the basis of fifteen (15) semester credit hours for six (6) months of Specialized Experience, up to a maximum of three and one-half (3-1/2) years, provided the coursework included at least three (3) credits per semester of accounting courses.

QUALITY OF EXPERIENCE:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

WHO MAY APPLY:

All DHS employees who are members of the State's civil service. Acceptance of applications shall be in accordance with the State Human Resources Policies and Procedures in effect at the time of application.

HOW TO APPLY:

- 1) Obtain the **HRD 315A (Rev. 7/2018)**, "Competitive Internal Recruitment" application from your administrative assistant (e.g., HPHA, HYCF, etc.) or from the DHS Portal Human Resources Recruitment Resources page.
- 2) Complete the application, specifying the vacancy notice number and position title of the position for which you are applying. Provide complete and specific information related to your educational and work experiences which fulfill the requirements of the position.
- 3) **Submit a separate application for each vacancy notice number.** A legible photocopy of your application with current information and an **original signature** is acceptable.
- 4) Submit the application(s) and other required documentation to the DHS Human Resources Office at the address below. **Applicants are responsible for ensuring that their applications are filed with the Human Resources Office on a timely basis.**

CAUTION:

IN ORDER TO BE CONSIDERED, YOUR APPLICATION MUST INCLUDE AN ORIGINAL SIGNATURE. UNSIGNED APPLICATIONS OR APPLICATIONS WITHOUT AN ORIGINAL SIGNATURE WILL BE CONSIDERED INCOMPLETE. INCOMPLETE APPLICATIONS AND/OR APPLICATIONS SUBMITTED ON THE WRONG FORM WILL BE REJECTED.

WHERE TO FILE:

Mail to:	Department of Human Services Human Resources Office/RES P.O. Box 339 Honolulu, Hawaii 96809	Messenger/ Walk in:	Department of Human Services Human Resources Office/RES Liliuokalani Building 1390 Miller Street, Room 202
-----------------	--	--------------------------------------	---

Email to: res@dhs.hawaii.gov

NOTE:
APPLICATIONS ARE ACCEPTED IN THE DHS HUMAN RESOURCES OFFICE BETWEEN 7:45 A.M. AND 4:30 P.M., MONDAY THROUGH FRIDAY. APPLICATIONS SENT THROUGH THE MESSENGER OR HAND-CARRIED MUST BE RECEIVED IN THE DHS HUMAN RESOURCES OFFICE NO LATER THAN 4:30 P.M. OF THE CLOSING DATE. APPLICATIONS SENT THROUGH THE POSTAL SERVICE MUST BE POSTMARKED NO LATER THAN 11:59 P.M. OF THE CLOSING DATE. EMAILED APPLICATIONS MUST BE RECEIVED BY 11:59 P.M. OF THE CLOSING DATE.

ELECTRONIC NOTIFICATION TO APPLICANTS:

The Human Resources Office may use electronic mail (email) as a way to notify applicants of important information relating to the status and processing of their applications as part of our ongoing efforts to increase operational efficiency, promote the conservation of green resources, and minimize delays and costs.

Please ensure that your personal email address and contact information you provide on your application is current, secure, and readily accessible to you. We will not be responsible in any way if you do not receive our emails or fail to check your email-box in a timely manner.

EVALUATION AND SELECTION:

All qualified employees will receive consideration for employment in accordance with existing human resources policies, without regard to race, color, religion, sex, age, national origin, disability, marital status, sexual orientation, arrest and court records, or other non-merit factors. Selection will be made according to evaluation of the qualifications of eligible candidates and may include a written examination.

PHYSICAL/MENTAL REQUIREMENTS:

Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

CRIMINAL HISTORY RECORD CHECK:

Individuals who accept a conditional offer of employment are required to undergo a criminal history record clearance and other checks, as applicable.

INTERNAL COMPLAINT AND APPEAL:

Internal Complaint: If you do not agree with a recruitment and examination action taken against you from this recruitment, you may file an internal complaint. This must be done by submitting the Department of Human Services Internal Complaint Form, DHS9005 to the Department of Human Services, Human Resources Office within seven (7) working days after the date of the notice. A review will not be conducted if you do not file your complaint within the seven (7) working day limit.

Appeal: If you do not agree with the internal complaint decision or action taken by the Department of Human Services, you may appeal to the State Merit Appeals Board within 20 days from the date of your notice. Persons wishing to file an appeal with the Merit Appeals Board must first complete the Internal Complaint process. Initiating the internal complaint or appeal process shall not suspend or delay the referral of other qualified internal, non-competitive or external, open-competitive applicants, or cause the suspension or reversal of completed applicant selection and appointment(s).